

User Guide of "VTC S6 Admission Portal"

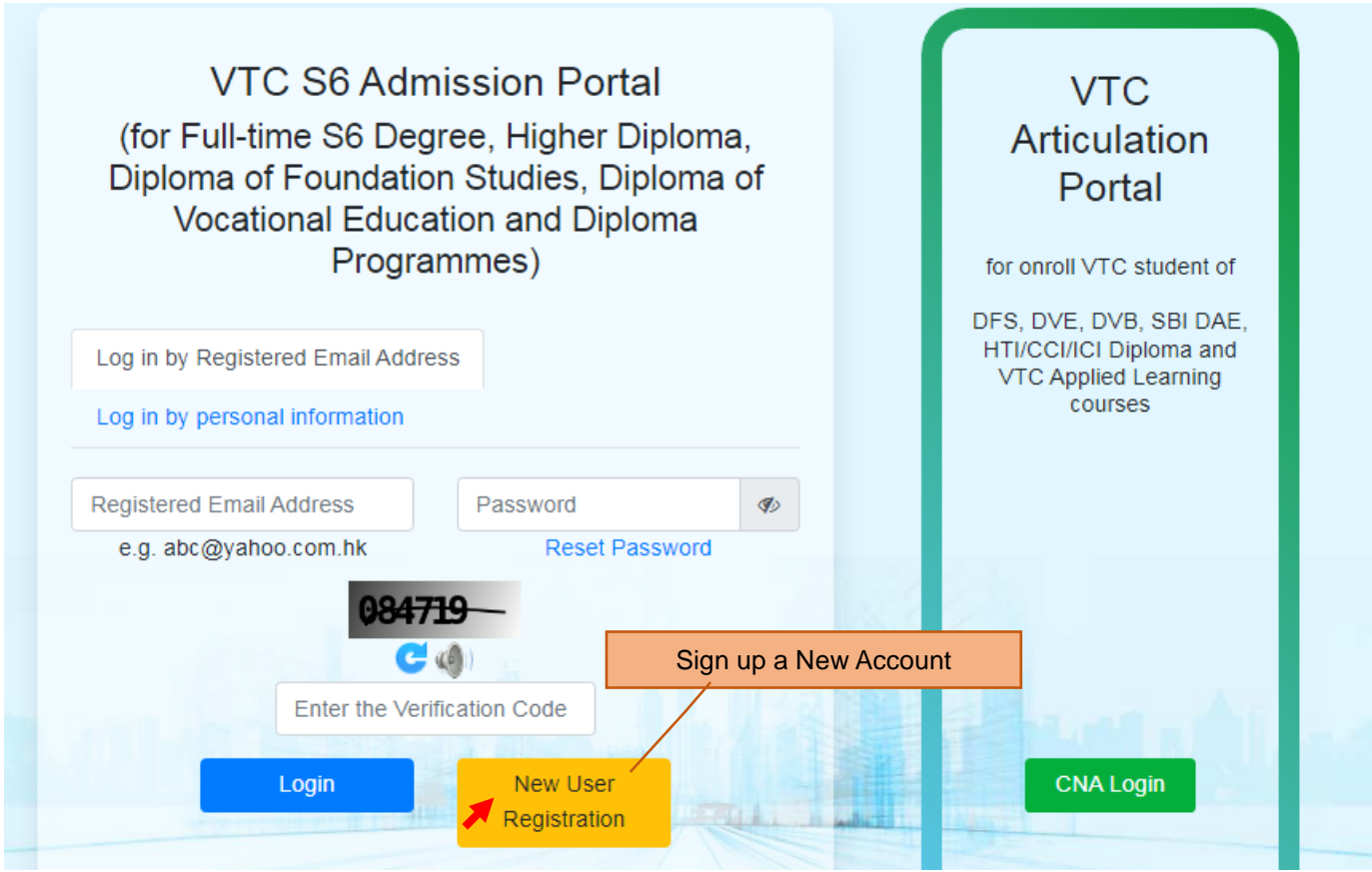
https://s6portal.vtc.edu.hk

(S6 Students) Full-time Degree, Higher Diploma, Diploma of Foundation Studies, Diploma of Vocational Education, Diploma Programmes (AY 2024/25)

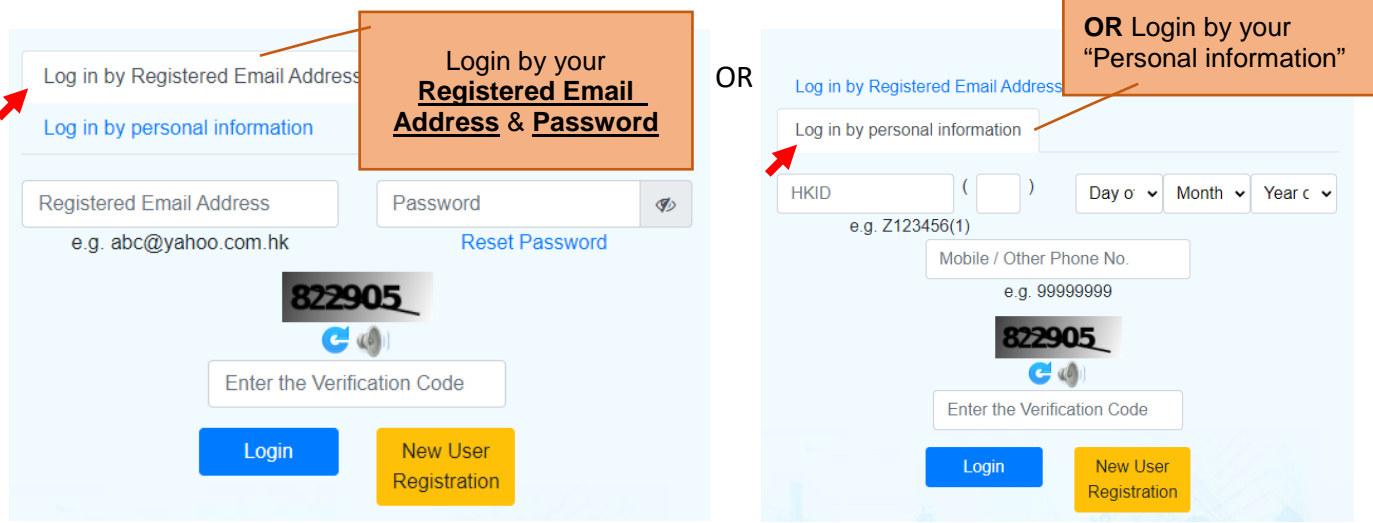
If you would like to apply for other programmes, please submit your application via "VTC Web-based Admissions System" by using desktop computer.

Step 1. Login to "VTC S6 Admission Portal" https://s6portal.vtc.edu.hk

(a) If you do not have a registered account, please click New User Registration under "VTC S6 Admission Portal".



(b) If you are a registered user, please enter the required information by "Login by Registered Email Address" or "Login by Personal Information", then click Login to enter the portal.



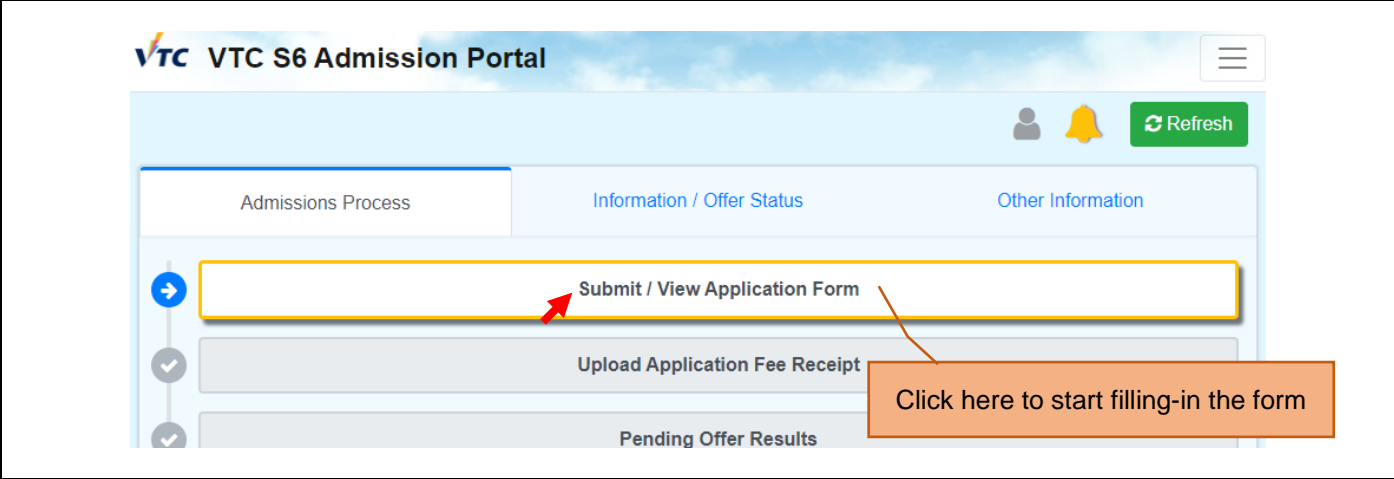
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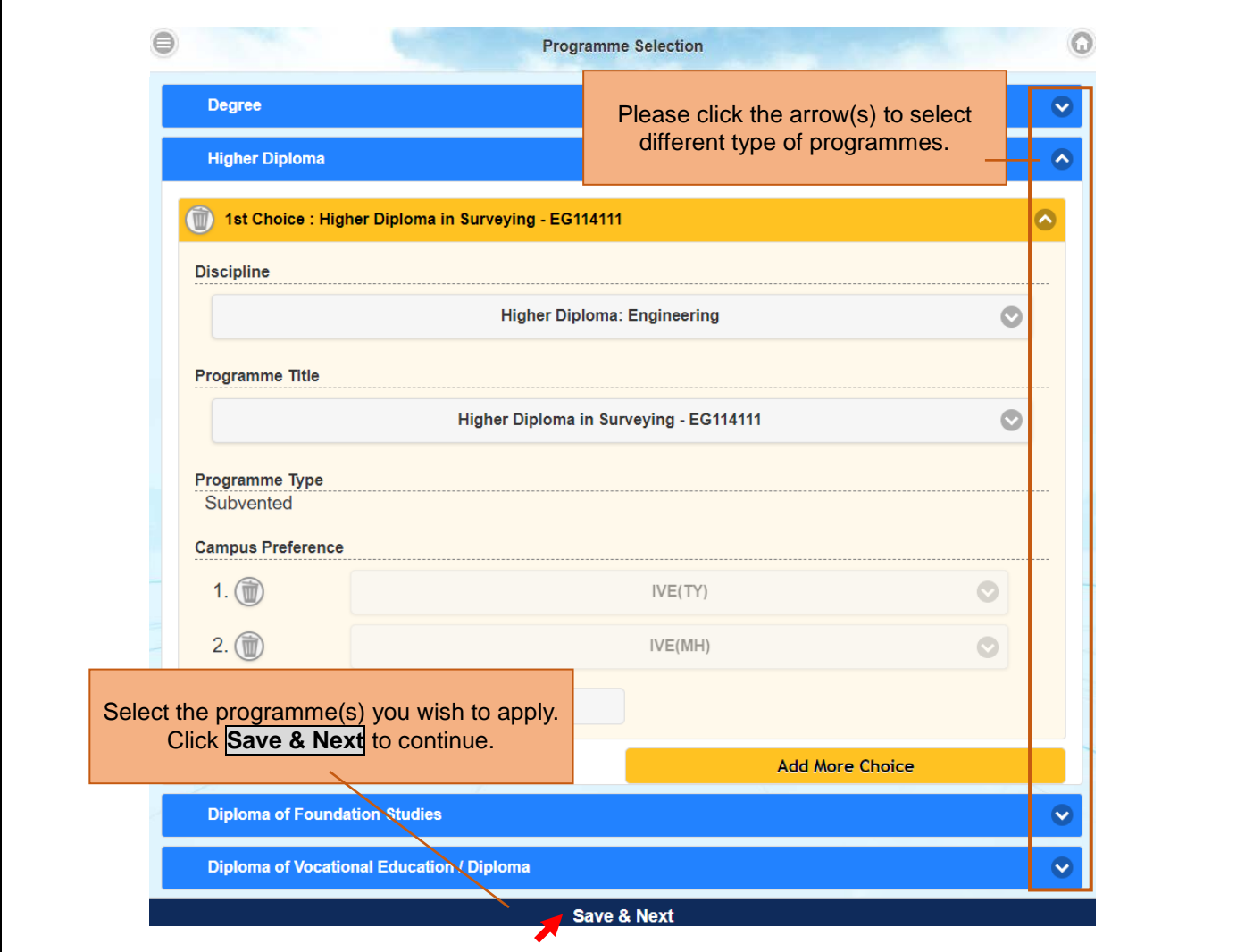
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Step 2. Click **Submit / View Application Form** to start filling-in the application form.



Step 3. Programme Selection



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Step 4. Fill-in Local Academic Qualifications

Select the appropriate field(s) and enter the results you have obtained / will obtain in relevant examination(s) and upload the relevant supporting documents (if applicable), then click **Save & Next** to continue.

The screenshot shows the 'Local Academic Qualifications' form. It is divided into several sections:

- Secondary School Education (Compulsory to fill in)**: Contains fields for School District, School Name, Highest Secondary School Level Attended / Attending, and Year attaining/attained Highest Secondary School Level. An orange callout box points to this section with the text: "This section is **compulsory**. Please select your highest secondary school information."
- HKDSE Results**: Contains three radio button options: "Will take HKDSE in 2024", "Have taken HKDSE during", and "Have taken HKDSE during". An orange callout box points to the upward arrow icon on the right of this section with the text: "If you have obtained / will obtain these Local Academic Qualifications, please click the arrow to fill-in the relevant qualifications and upload the supporting documents."
- VTC Qualifications**: A dropdown menu.
- Other Local Qualifications**: A dropdown menu.
- Diploma Yi Jin / Diploma of Applied Education**: A dropdown menu.
- HKALE Results**: A dropdown menu.
- HKCEE Results**: A dropdown menu.
- Alternative Language Qualifications (Applicable for Non-Chinese Speaking Applicants)**: A dropdown menu.

At the bottom of the form, there are two buttons: "Save & Back" and "Save & Next". An orange callout box points to the "Save & Next" button with the text: "Click **Save & Next** to continue". A red arrow points to the "Save & Next" button.

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Step 5. Fill-in Mainland China / Non-local Academic Qualifications

Select the appropriate field(s) and enter the results if you have obtained the relevant examination(s) and upload the relevant supporting documents (if applicable), then click **Save & Next** to continue.

Mainland China / Non-local Academic Qualifications (If applicable)

GCE O-Level / GCSE / IGCSE Qualification	▼
GCE A-Level / AS-Level Qualification	▼
BTEC Nationals / BTEC Level 3 Qualification	▼
International Baccalaureate Programme (IB) Qualification	▼
National College Entrance Examination (NCEE) Qualification	▼
Other Mainland China / Non-local Academic Qualifications	▼
TOEFL	▼
IELTS	▼

Save & Back Save & Next

Step 6. Fill-in Other Experiences and Achievements

The submission of Other Experiences and Achievements is optional. Please click **Save & Next** to continue.

Other Experiences and Achievements

Category of Activities / Achievements / Awards	From / To	Name of Activity / Achievement / Award	Organizer	Role of Participation / Achievements / Awards
<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Delete

Add

Upload Student Learning Profile

Drag / Click to Upload

Upload Other Supporting Documents

Drag / Click to Upload

Save & Back Save & Next

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Step 7. Fill-in Supplementary Information

If applicants with Special Educational Needs / Mature Applicants / Work Experience, please check the appropriate box(es) and provide detailed information. Click **Save & Next** to continue.

The screenshot shows the 'Supplementary Information' form. At the top, there is a header with a menu icon and a home icon. Below the header, a yellow box contains instructions: 'Applicants with Special Educational Needs or Mature applicants may provide details in the section below and upload copies of relevant documents.' and 'Applicants may also provide additional information relevant to Admission and upload copies of supporting documents.' Below this, there are three checkboxes: 'Applicants with Special Educational Needs', 'Mature Applicants', and 'Work Experience'. A red arrow points to the first checkbox. To the right, an orange callout box says 'Please click the arrow and fill-in additional information if required' with an arrow pointing to a dropdown arrow icon. At the bottom, there is a dark blue bar with 'Additional Information relevant to Admission' and two buttons: 'Save & Back' and 'Save & Next'. A red arrow points to the 'Save & Next' button. Below the buttons, an orange callout box says 'Click **Save & Next** to continue'.

Step 8. Confirm Application Data and Submit Application

The screenshot shows the 'Declaration' form. At the top, there is a header with a menu icon and a home icon. Below the header, there is a list of eight numbered statements for the applicant to agree to. An orange callout box on the right says 'If you have verified that all the information you have provided are correct, read and agree to the content of Declaration, click **Submit** to submit the application.' At the bottom, there are two buttons: 'Cancel' and 'Submit'. A red arrow points to the 'Submit' button. Below the buttons, there is a line of text: 'If your information is correct and you agree to the content of Declaration, press Submit. Otherwise, press Cancel to amend incorrect data.'

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Step 9. Pay Application Fee

Application Fee Payment

Registered Email Address: email@email.email

Application Fee: HK \$XXX

Date / Time(24 hr): XX/XX/2024 XX:XX:XX

Your 14-digit Payment Number (for ATM, PPS, e-Banking / On-line Payment Services): 24XXXXXXXXXXXX

HKID No.: A1234567

English Name: WALKTHRU Walkthru

Credit Card

7-Eleven Stores

FPS (Faster Payment System)

ATM Automated Teller Machine

e-Banking

Please click the arrow for the details of payment methods

Please use the generated **14-digit Payment Number** or **QR code** to pay the application fee on or before the application deadline. Please keep your payment receipt / payment reference number / print out the payment results / screen capture for your records. Your application will not be processed until the application fee is settled. (The VTC Admissions Office will normally take 2 working days to verify the application fee payment record. Please settle the payment as soon as possible before the application deadline.)

Please note that if you settle the application fee by 7-Eleven Stores / ATM / e-Banking / PPS by Internet, you are required to upload your payment receipt or the screen capture to this Portal on or before the application deadline for verification. Please refer to Step 10 for details.

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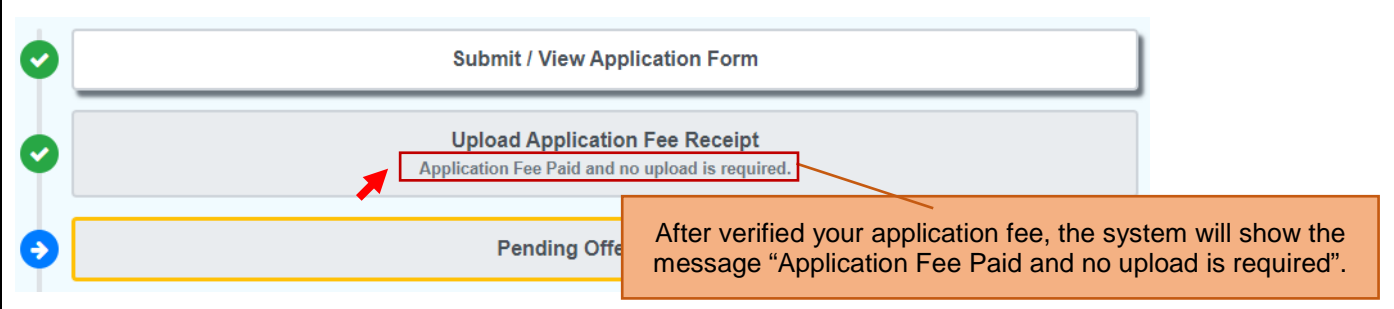
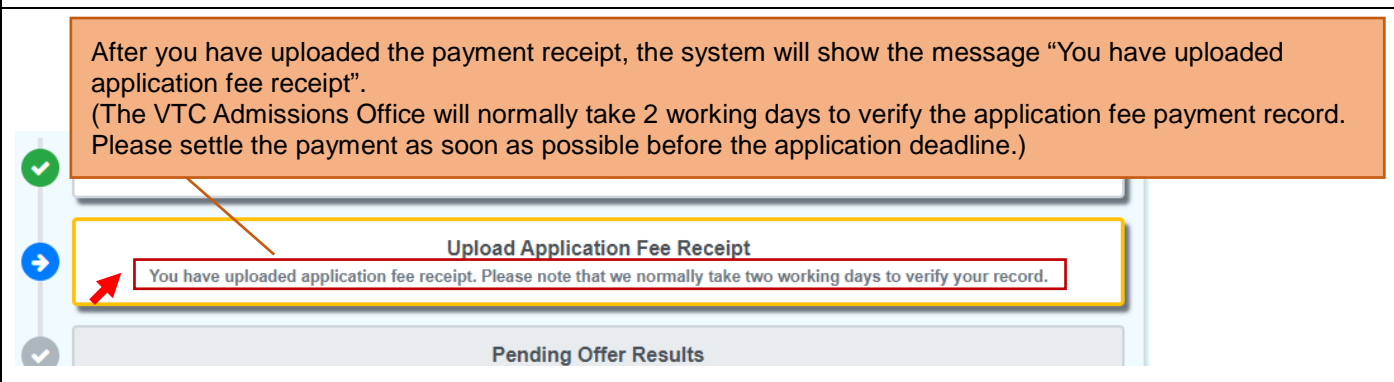
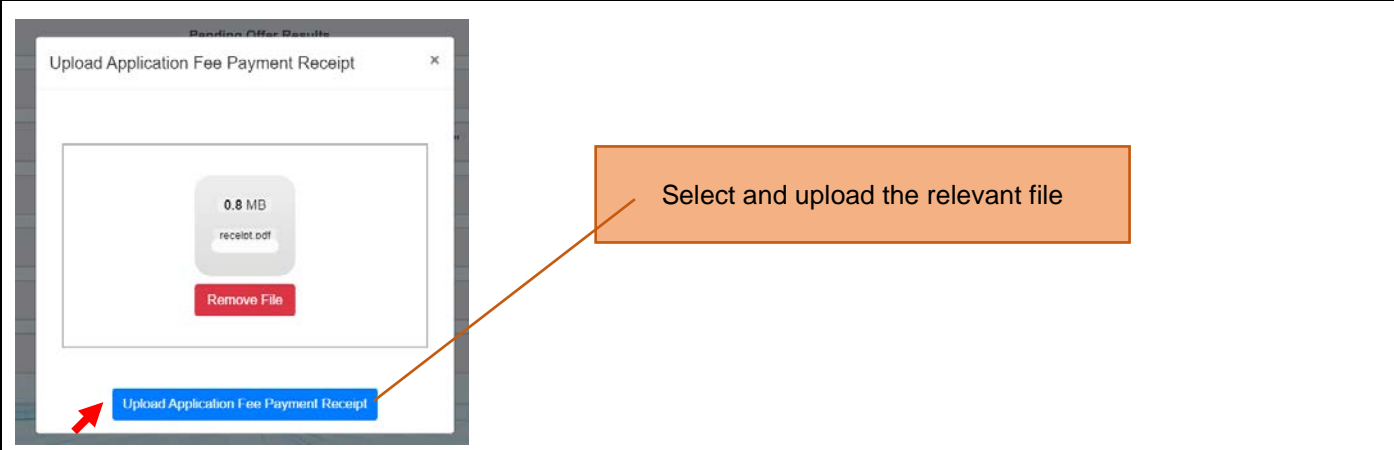
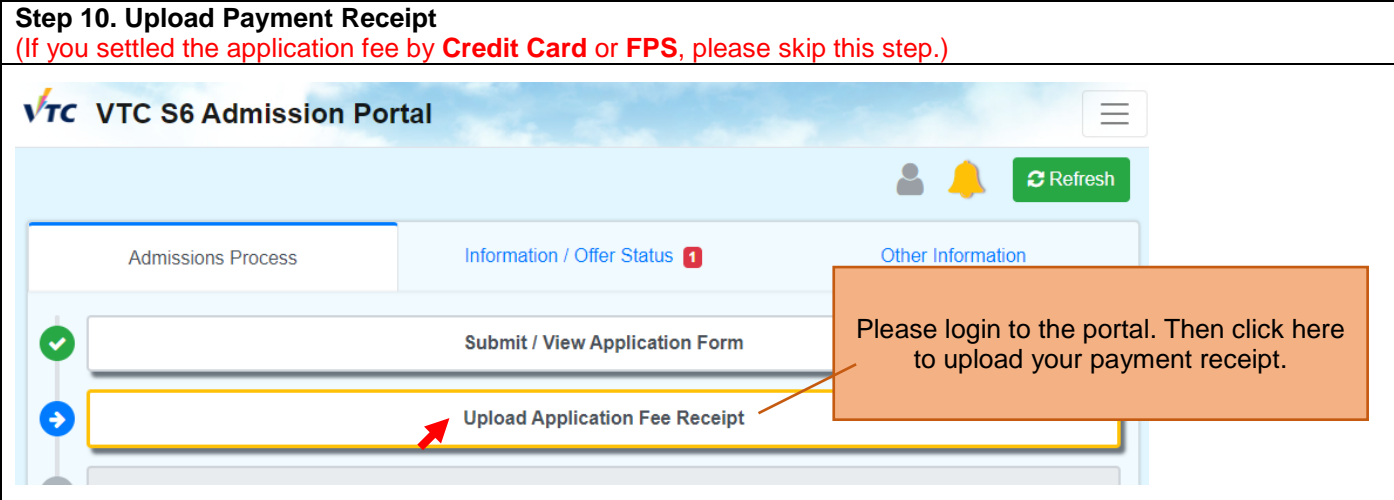
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Step 10. Upload Payment Receipt

(If you settled the application fee by Credit Card or FPS, please skip this step.)



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Other functions on the portal:

Change Personal Particulars / Password on the Main Page of the Portal

Click  on the top-right corner and click “Change Personal Particulars” / “Change Password”

OR Change Password / Email Address / Personal Particulars after clicked “Submit/View Application Form”

OR click **Submit / View Application Form**

Click  on the top-left corner, click Change Password / Change Registered Email Address / Change Personal Particulars to change the relevant information.

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Latest information about the admission

VTC VTC S6 Admission Portal

Please click **Information / Offer Status** and the arrows to check the latest information.

Admissions Process | **Information / Offer Status** | Other Information

NEW Information

Offer results will be announced in XX XXX 2024 via the Portal, email and SMS

Offer Status

You have not obtained any offer result yet.

VTC Admissions Office will also announce latest information to you and alert you by using this sign

VTC VTC S6 Admission Portal

Admissions Process | **Information / Offer Status 1** | Other Information

Submit / View Application Form

Upload Application Fee Receipt
Application Fee Paid and no upload is required.